

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 09 / 27 / 2017
Date of meeting 10 / 4 / 2017

(City Council meetings are held the 1st and 3rd Wednesday of each month.)


Name of Citizen, Organization, Elected Official, or Department Head making request:
Kim Woodruff, Director of Parks and Recreation

Address: 1123 Lake Street, Sandpoint, Idaho 83864

Phone number and email address: 208-263-3674; kwoodruff@sandpointidaho.gov

Authorized by: Kim Woodruff

name of City official


City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Parks tree inventory and management plan

Summary of what is being requested: City council approve of a contract between the Idaho Department of Lands and the Parks department to use an IDL contractor to help the city inventory the parks trees and to help the department update its management plan. There is no cost for this service.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ Yes ☒ No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Jared Yost--Urban Forestry

Kim Woodruff--Parks and Recreation

Have they been contacted?
Yes or No

Yes

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ Yes ☒ No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

☐ Yes ☒ No

☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

☒ Yes ☐ No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

**TITLE: IDAHO COMMUNITY FORESTRY PROGRAM AND ADVISOR
AGREEMENT FOR PARKS TREE INVENTORY AND MANAGEMENT
PLAN**

WHEREAS: The City of Sandpoint has an urban forestry program for trees within the City right of way and City parks;

WHEREAS: The City of Sandpoint provides an inventory of public trees through "Tree Plotter" with the assistance of the Idaho Department of Lands at no cost to the City;

WHEREAS: The Idaho Department of Lands provides a service to assist in entering data for City parks trees and the development of a management plan; and

WHEREAS: The Parks and Recreation Director recommends entering into an agreement with the Idaho Department of Lands to assist in completing an inventory of parks trees, assist in establishing a Parks master plan and assist in prioritizing management needs, at no cost to the City.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby approves and the Parks and Recreation Director is hereby authorized to sign the Idaho Community Forestry Program and Advisor Agreement, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

1. Eddy
2. Aitken
3. Williamson
4. Camp
5. Ruehle
6. Snedden

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 9/27/2017

TO: MAYOR AND CITY COUNCIL

FROM: Kim Woodruff

SUBJECT: Inventory and Management Plan for City parks

DESCRIPTION/BACKGROUND: Last year our urban forestry program started the use of a tree inventory program offered for free by the Idaho Department of Lands (IDL). It is a cloud-based program called "Tree Plotter" being used by more and more cities in Idaho. Anyone may view the inventories at <https://pg-cloud.com/idaho>.

IDL has recently offered the (free) services of one of their contractors to help the parks department to enter in data about parks trees in Tree Plotter. The Contractor will also help the Parks Department develop a new management plan. The current management plan is 11 years old. The contractor will help the Parks Department from early October through early summer.

STAFF RECOMMENDATION: I recommend we use the services of IDL. This agency has been a long-time partner in helping the City start its urban forestry program, and then help it get an ARRA grant to do ten year's worth of maintenance and recently to provide a sophisticated tree inventory data base for free.

ACTION: City Council authorizes the Parks Department to sign the agreement between IDL and Parks and Recreation.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED?

ATTACHMENTS: Copy of the proposed agreement.

**IDAHO COMMUNITY FORESTRY PROGRAM
COMMUNITY FORESTRY ADVISOR AGREEMENT**

THIS AGREEMENT is made on

[, 2017]

BETWEEN

1. **The Parks Department of the City of Sandpoint;** ("City") and
2. **Stephen Drinkard, North Idaho Community Forestry Assistant** ("Contractor")

The Parks Department of the City of Sandpoint wishes to be provided with the Services (defined below) by the Contractor and the Contractor agrees to provide the Services to the Parks Department based on the terms and conditions of this Agreement.

1. Key Terms

1.1 Services

The Contractor shall provide assistance for the following Services to the Parks Department in accordance with the terms and conditions of this Agreement:

- a. Help complete an inventory the parks trees using the state sponsored "Tree Plotter" software.
- b. Help establish a long-term Parks master plan.
- c. Help prioritize management needs within the Parks master plan.
- d. If possible, support and train parks personnel in maintaining a Parks inventory.

1.2 Delivery of the Services

- a. **Start date:** The Contractor shall commence the provision of the Services on October 1, 2017.
- b. **Completion date:** The Contractor shall cease to provide the Services on September 30, 2018 ("Completion Date").
- c. **Annual agreement:** This agreement can/will be renewed annually, based on continued funding from the Idaho Department of Lands for the Idaho Community Forestry Program.
- d. **Estimate of Time Required:** The Contractor can't be certain of the time required to complete the services offered. The time required will depend upon the weather, the skill and knowledge and time availability of Parks Department employees and volunteers, the activities requested by the City, the level of participation by the City and other variables.

1.3 Cost of Services

- a. CFA Stephen Drinkard will not charge the Parks Department for the outreach services identified in this agreement, including time, travel, lodging, meals or office expenses. Services will be provided at NO COST to the department.
- b. The Parks department will pay for any tools, employee travel, copies, legal fees, etc that the department deems necessary for the enhancement of their program.

2. Limitation of liability

- 2.1 The Contractor will carry his own Liability insurance as a part of his contract with the Idaho Department of Lands.

2.2 Term and Termination

- a. This Agreement shall be effective on the start date identified herein and shall continue, unless terminated sooner in accordance with Clause 2.2(b), until the Completion Date.
- b. Either Party may terminate this Agreement upon notice in writing if:
- i. The other is in breach of any obligation contained in this Agreement, which is not remedied (if the same is capable of being remedied) within 30 days of written notice from the other Party so to do; or
 - ii. A voluntary arrangement is consensually agreed upon due to unforeseen circumstances

AS WITNESS the hands of the Parties hereto or their duly authorized representatives the day and year first above written.

SIGNED by)
for and on behalf of)
[City of Sandpoint])

SIGNED by)
for and on behalf of)
[Stephen Drinkard, Contractor])

Note: The Idaho Community Forestry Program is a program of the Idaho Department of Lands, supported by the USDA Forest Service.